

1.42
Ad4Coh

War - 483

Construction - 26

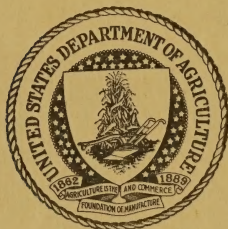
CONSTRUCTION HANDBOOK
FOR COUNTY AAA COMMITTEES

INDEX OF CONTENTS

	<u>Page</u>
1. Exempted Construction	1
2. Forms	2
3. Preparation of Applications	3
4. County Office Procedure	5
5. Emergency Procedure	7
6. Utility Connections	10
7. Construction Standards for Dwellings	12
8. Non-Agricultural Housing	13
9. Reporting Violations	13

USDA
LIB

UNITED STATES
DEPARTMENT OF AGRICULTURE
LIBRARY



BOOK NUMBER

1.42
Ad4Coh

512524
GPO 8-7071

AGRU
411

— EXEMPTED CONSTRUCTION —

Order L-41, as amended November 1, 1943, provides that certain specified kinds of construction are exempt from the terms of the order and do not require War Production Board permission. This permission is not to be confused with preference ratings or priorities. Even though a project may be one of the exempted kinds not requiring permission of the WPB, if materials are not available without priorities assistance, it will be necessary to make application. On the other hand, if a project is not one of the exempted types of construction, it is necessary to obtain War Production Board permission even though all materials are on hand or available without priorities assistance.

If a project is one of the exempted kinds of construction and materials can be obtained by priority assistance secured on County AAA Committee certification (copper wire, lumber); or by extending preference ratings available under existing War Production Board orders (M-208 for lumber) then no application is necessary.

Exempted kinds of construction relating to agriculture, requiring no War Production Board permission, are listed below. In all cases, the dollar value refers to the cost of that type of construction during the calendar year.

1. \$1,000.00 for a farm, including the farm house. A farm means a place used for raising crops, livestock, etc., for market.
2. \$1,000.00 for an irrigation or drainage system serving more than one farm.
3. \$1,000.00 for a building or group of buildings which will be used for warehouse or for off-farm storage purposes.
4. \$5,000.00 for a factory, plant or other industrial unit for the processing of agricultural commodities.
5. Maintenance and repair not involving additions, structural changes or completion of unfinished parts of buildings.
6. The rebuilding of a dwelling destroyed by fire or other disaster after July 1, 1943, if the cost of rebuilding or restoring is less than \$5,000.00.
7. The rebuilding or restoring of farm buildings damaged or destroyed by fire or other disaster, where the immediate reconstruction is determined by the United States Department of Agriculture to be essential to the agricultural program and the cost is less than \$5,000.00. (SEE EMERGENCY PROCEDURE)
8. Construction necessary to prevent threatened loss of farm products, where immediate construction is determined by the United States Department of Agriculture to be essential to the agricultural program. (SEE EMERGENCY PROCEDURE)

9. Installation or erecting of rationed farm equipment or machinery obtained on a purchase certificate issued by a County Farm Rationing Committee, or of wire fencing which has been obtained on a PR-19 Certification.
10. Drilling and casing of water wells.
11. Grading, ditch-digging or similar earth-moving operations if no cement, lumber or other building materials are used except clay tile and non-reinforced concrete pipe. This applies only to projects which can be completed without use of any other materials.

How to figure cost

To figure the cost of a project in determining whether or not War Production Board approval is required, it is not necessary to include:

1. Cost of used materials and fixtures.
2. Architects' and Engineers' fees.
3. Unpaid labor.

FORMS

Three types of War Production Board Forms are used in applying for construction projects relating to agriculture.

1. Form WPB-2570 (PD-200-C) This form is used for:

- A. All on-farm construction where the total cost does not exceed \$10,000.
- B. Commercial construction, such as blacksmith shops, machinery repair shops, etc., not including off-farm processing or manufacturing facilities, where the total cost does not exceed \$10,000.

Form WPB 2570 must be prepared in triplicate, and two copies forwarded to the State Office. The applicant should retain the third copy.

2. Form WPB-617 (Formerly PD-200) This form is used for all projects relating to agriculture except those included in (1) above.

Prepare five copies of form WPB-617. Submit four copies to the State Office.

3. Form WPB-1548 This form is used in filing supplement application for project amendment for:

- A. Extension of time for construction.

B. Additional allotments of materials.

C. Increases in preference ratings.

This supplemental application should be submitted in triplicate to the WPB office which processed the original application.

Processing by AAA Committees requires the use of the following forms:

1. Form F.C. L-41-2 (front) and F.C. L-41-2a (reverse side). This form must accompany all construction applications relating to agriculture. This form is used for the purpose of showing recommendations of County and State AAA Committees, and must include detailed evidence of essentiality, production and other justification upon which the recommendation, either approval or denial is based.

Form F.C. L-41-2 replaces form W.B. L-41-2.

Prepare 4 copies. Forward 3 copies to the State Office.

2. Form F.C. L-41-3. This form will be used in reporting violations of Order L-41.

— PREPARATION OF APPLICATIONS —

The manner in which construction applications are prepared determines the time required for processing and to reach the final decision. Applications which are not prepared clearly, concisely and in sufficient detail often must be set aside in WPB offices so that they will not hold up well-prepared applications. In preparing applications the following points should be kept in mind.

1. WPB analysts who process the applications are not generally familiar with the general conditions and facts which justify the construction. It is necessary that all the conditions be described in the application relative to the essential need and the contribution to the agricultural war program in terms of production and services. All facts known to the County Committee on which its decision is founded should be stated on Form F.C. L-41-2. Attach continuation sheets if more space is needed.
2. War Production Board offices are responsible for all items of materials which they authorize for any purpose and must charge all such items against the inventory of materials which has been allotted to them. It is extremely important, therefore, that materials be listed by specific classes and fixtures and that the quantity and cost of each class be shown so that the exact amount may be determined. Materials should be listed according to the groupings and unit quantities shown on the instruction sheet for form WPB-617. When materials

are grouped in this manner, the complete list can usually be confined to the space provided on the application form. For continuation sheets use additional copies of the application form. Do not use plain sheets of paper.

3. Material List — Form WPB-2570 (PD-200-C), Section B.

- (A) All materials for the project must be shown, including those on hand and to be purchased, whether new or second-hand. Materials on hand and second-hand or salvaged materials should be so designated.
- (B) If priority assistance is required, place a check mark in the column headed "Item No." opposite each item for which it is required.
- (C) Show material group name, unit of measure, quantity, cost and description of use. (See WPB-617 instruction sheet for groupings.)
- (D) Show cost of materials only for each group item. Show total labor costs separately at bottom of material list.
- (E) Sample list of materials such as required in Section B. is attached to this Handbook.

4. Sketch — A sketch must be submitted with applications involving structural projects and the installation of wiring and plumbing. When the project includes an addition to an existing structure, the present structure as well as the proposed addition should be clearly shown in the sketch.

For each structure, the sketch should include:

- (A) Floor plan, showing room partitions and dimensions in feet, name of room or proposed use of room. Rooms used for agricultural purposes should be so designated. (See Section on War Housing Standards)
- (B) Diagram showing location of plumbing and electrical outlets and exterior distances to connections for electricity, water, sewage disposal, etc.

5. Written description of project (Item 5, Section A. of Form WPB-2570) must include:

- (A) Kind of structure—dairy barn, storage barn, granary, residence, private power line, housing for seasonal labor, etc.
- (B) Whether new or an extension, addition or an alteration to an existing structure.
- (C) Plan sizes—floor sizes, number of stories and height in feet of each story.

- (D) General type of construction — frame, frame and concrete, brick and tile, etc.

6. Signature — Applicant must sign all copies of the submitted application. Signature must be that of applicant or representative legally authorized to sign.

7. Utility Connections

- (A) Verify whether utility installations are required and mark the application (item 6 of section A) and the WB L-41-2 accordingly.
- (B) If utility connections are required, see that the proper evidence of the utility company's ability to connect under existing orders, or the utility company's application, is attached.

(See Section on Utility Connections)

8. Location of project. Give location by reference to distance in miles and direction from nearest town or well-known landmark.

9. WPB-617 Applications. Follow instruction sheet carefully.

C O U N T Y C O M M I T T E E P R O C E D U R E

1. CountyAAA Committees will review the application to see that all required forms have been completely prepared and signed, and that one copy of sketch of the project is included.
2. Form F.C. L-41-2 will be prepared in quadruplicate for all applications submitted. This applies both to on-farm construction and to off-farm projects relating to agriculture. In the case of off-farm projects, those sections of the F.C.L-41-2 which do not apply need not be filled out. A serial number will be assigned for each case to follow the state and county code numbers, thus: 92-019-40, etc. Statement of County Committee recommendation must show the basis and justification for the action taken and must be signed by the Chairman of the County Committee or his authorized representative.
3. The County Committee will consider the following factors in making recommendations:
 - A. Essentiality of project.
 - a. Is the proposed construction essential to the production of food on the farm?

1. Why would postponement be detrimental?
2. Are present facilities being utilized to maximum capacity?
3. Would it be practical to rent or temporarily convert existing facilities?
- b. Is the proposed construction consistent with sound agricultural practices?
 1. Is it unnecessary expansion?
 2. Is the project of speculative nature?
 3. Will the construction be fully utilized?
 4. Will additional construction be needed to permit utilizing the proposed project?

B. Need for including certain critical materials or equipment, such as plumbing, heating, wiring, in the case of farm residences, and the same or other facilities in the case of farm buildings.

The following, or equivalent, reasons may be considered as justification for a favorable recommendation for equipment for dwellings or other farm buildings.

- a. The applicant has been deprived of similar facilities by the Government, fire, flood, storm or other action over which he has no control (including the replacement of facilities which cannot be repaired).
- b. Protection of health due to severity of climate, public hazard, or because of age or infirmity.
- c. It can be established clearly that the facilities are necessary to secure or retain adequate labor or supervision for a producing farm.
- d. Where the facilities enable the use of an appreciable amount of equipment already on hand and avoid the purchase of new equipment. (For example, if a tenant who has all electrical household equipment moves into a house without electrical wiring.)
- e. Where the facilities are necessary to maintain normal production or obtain increased production of essential food either directly or by reducing labor requirements. In general, where the applicant has been able to get along in the past without facilities calling for the use of critical

materials, he should continue to do so until after the war unless undue hardship is involved or some changed condition warrants installation under wartime conditions.

4. The County Committee will indicate its recommendations, whether approval or denial, in the appropriate place on the F.C. L-41-2, and forwarded to the State Committee:

A. Three copies of Form F.C. L-41-2

B. Two copies of Form WPB-2570 or four copies of WPB-617, which ever is applicable.

C. The appropriate utility certifications or applications, for those cases involving new utility installations.

5. The fourth copy of the F.C.L-41-2, and correspondence and reports relating to the case should be maintained in the County Office files.

6. The State Committee will attach its recommendation and forward the application to the War Production Board. The WPB will notify the applicant of the final action. AAA Committee recommendations will be treated as confidential. The State Office will notify the County Committee of final WPB action on each case.

EMERGENCY PROCEDURE

The following types of on-farm construction are now permitted without WPB approval where the USDA determines that immediate construction or reconstruction is essential to the agricultural program and the applicant is notified accordingly:

1. The rebuilding or restoring of farm buildings destroyed by fire, flood or other disaster, if the cost of rebuilding or restoring is less than \$5000.

2. Emergency farm construction necessary to prevent threatened loss of farm production.

In case of emergency farm construction, the following procedure should be followed by County AAA Committee:

1. Review farmers requests for emergency construction approval promptly.

2. Telegraph or telephone the following information to the State Committee when immediate replacement of buildings destroyed by fire, flood, tornado, etc. is essential to the agricultural

program, or when immediate construction of new facilities is necessary to prevent threatened loss of food products.

- a. Applicant's name and address;
 - b. Cause and date of the emergency (fire, flood, etc.)
 - c. That the building or structure is used for;
 - d. Type of construction.
 - e. Why immediate construction is necessary.
 - f. Estimated cost of construction.
3. Issue the attached notification letter to the applicant when emergency approval is granted by the State Committee.
 4. Notify the applicant when emergency approval cannot be granted and indicate the procedure required for filing regular applications if applicable.
 5. In cases where preference ratings are required for purchase of materials, the County Office will make sure that application on form TPB-2570 is filed as soon as possible after emergency approval has been granted. Such application should be accompanied by copies of the County Committee's letter of notification to the applicant and by forms F.C. L-41-2.

The procedure outlined above also may be used where the cost of the emergency construction is more than \$5,000. In such cases, however, notification will be sent the applicant by the TPB. The State Office will notify the County Committee of TPB's action.

All emergency cases should be acted upon promptly and when approval is granted by the State Committee the applicant should receive the prescribed notification letter, because it will be his only authority to begin construction. Where emergency approval is granted, the filing of a formal application is not necessary, except as required to secure priority assistance for the purchase of materials.

(Specimen Letter)

Name

Address

Dear

Your request for emergency approval to begin construction of a _____ at an estimated cost of \$ _____ has been reviewed by the County and State Committees. Since it has been determined that immediate construction of this facility on your farm is essential to the food production program, you are authorized to begin construction immediately. This is in accordance with paragraph (d) (3) or (d) (5) of WPB Order L-41, as amended November 1, 1943.

It will not be necessary to file an application unless you intend to use critical items such as heating or plumbing equipment which cannot be purchased without special priority assistance. Ordinary farm building materials can be purchased either without priority ratings or with the ratings already assigned for farm use through WPB orders. Your authority to begin immediate construction does not mean that WPB will be required to issue special priority assistance other than that already provided for farmers. It should also be understood that a new public utility connection (for electricity, gas, water, etc.) is not permitted except as authorized either pursuant to a blanket authorization such as U-1-c or U-1-h, or on specific authorization before construction is started.

In the event that it is necessary to file a WPB application in connection with this project, a copy of this letter should be attached. If we can be of any future assistance to you, please contact our office.

Very truly yours,

Signed _____

Chairman _____ County
Agricultural Conservation Committee

UTILITY CONNECTIONS

All utility companies are governed by Order U-1, which controls the inventory of materials owned by the utilities, and assigns a preference rating to move and replace these materials.

Supplementary orders are issued from time to time, giving the provisions under which materials can be withdrawn and replaced from U-1 inventory. So far the WPB has issued Supplementary Orders U-1 to U-1-h. Three of these orders are of interest to agriculture:

U-1-c permits County AAA Committees to authorize electric extensions to farms for the operation of livestock and poultry production equipment. (See War-284, Priorities 31)

U-1-d permits electric, gas and water companies to install service to buildings whose construction has been authorized by the War Production Board under Order L-41. Limitations are placed on the amount of materials that can be used, and the extension of service to a dwelling must meet housing utility standards.

U-1-g grants permission to give 90-day utility service for connections which do not cost more than \$500. This order will be helpful in emergency cases, or to obtain service for seasonal projects such as dryers, farm labor camps, etc.

U-1-h provides for connections to structures whose construction is permitted by Order L-41 without WPB authorization, (SEE EXEMPTED CONSTRUCTION)

Form WPB-2774 may be used by a utility company to make application to the WPB for permission to make any connection not permitted under existing U-1 orders.

When an electric connection qualifies under U-1-d, the electric company certified to that effect on form WPB-3348 (formerly UF-26). Since U-1-d provides for connections to structures which have been constructed with WPB permission, it follows that in all cases U-1-d certifications on form WPB-3348 will be made to accompany construction applications.

In preparing construction applications, it is necessary to indicate in the place provided whether or not new utility installations are required. A new utility installation for electricity means an extension from the electric company's lines. An extension from an existing installation on the farm is not a new installation.

Construction applications on which it is indicated that a new electric installation is required must be accompanied by one of the following:

1. The electric company's certification that the connection can be made under existing U-1 orders.

2. The electric company's application on form WPE-2774.

In those cases where the farm has been certified by the County Committee as eligible for an extension under U-1-c, it is still necessary to attach the electric company's certification that the connection can be made under that order. This certification must be made by the electric company. A copy of the County Committee's letter of certification to the electric company is not sufficient.

To facilitate the obtaining of the electric company's certification to accompany construction application, it is believed that a form letter would be useful. Following is a suggested letter that could be used for that purpose. Counties may duplicate a small supply, so that a copy can be given to the applicant when the construction application is filed with the County Committee.

(Date)

(Applicant's name)

(Address)

Your application to undertake certain construction indicates that you will require electrical service, that is, an extension of wires from the electric company's lines.

You are requested to take this letter to your electric company who will furnish a certification under existing U-orders, as to the amount of material required in making this extension. When this certification is completed, it should be presented to this office either by the electric company or yourself.

In the meantime your application will be held in our pending file, awaiting the return of the requested information.

Very truly yours,

Chairman

County AAA Committee

Private Power Lines—In new extensions of electric service to farms, it is sometimes necessary for the farmer to build a portion of the line on private property. There are cases when this will involve a construction application to the War Production Board. Cases when an application is necessary might include:

1. To obtain authorization, when the cost of the project exceeds the \$1000.00 permitted for one farm during a calendar year.
2. To obtain an allotment of iron wire, or an allotment of copper wire when the total amount needed is in excess of the amount which can be issued by the County Committee on a CMPL-361 certificate; or to obtain preference ratings for wiring fixtures.

In the preparation of such applications, it will be necessary to show that the applicant will be issued a CMPL-361 certificate for the maximum amount of copper wire for which he is eligible. The list of materials (Section B of form WPB-2570) should include all materials, but the wire to be obtained on an allotment certificate from the County Committee should be shown as a separate item. A diagram of the project, showing the portions of the line to be constructed by the electric company and by the applicant, the location of buildings to be wired, etc., should be attached.

--- CONSTRUCTION STANDARDS FOR DWELLINGS ---

The War Production Board is adhering closely to the War Housing Construction Standards for all residential and housing projects. Applications for this type of construction which does not conform to the Standards will be returned by the War Production Board for revision, regardless of kind or availability of materials to be used.

The principal provisions of these standards, as they apply to farm dwellings, are:

1. Square feet of floor area shall not exceed the following maximums, based on the number of bedrooms:

	:	:	:	:
	:	No bedrooms:	1 bedroom	: 2 bedrooms : 3 bedrooms
1 story dwellings	:	400	: 650	: 800 : 1,000
	:	:	:	:
More than one story	:	500	: 750	: 900 : 1,100
	:	:	:	:

Floor area does not include the area of open porches, whether roofed or not.

The area of any rooms or portions of rooms used in connection with the production of agricultural products need not be included in determining the total square feet of floor area. This would include area for use as milk room, poultry room, egg room, electric light plant, cold storage plant, hands' dining room, etc. The drawing submitted with the application should show the amount of floor space to be used for any of these purposes, and the total floor area of the dwelling may exceed the permitted maximum by that amount.

2. The total use of dimension lumber (2 inches and thicker) shall not exceed the following maximum allowances in board feet per square foot of floor area:

1 story dwellings....6.5 bd. ft. per sq. ft. of floor area

More than 1 story....5.5 bd. ft. per sq. ft. of floor area

3. The bathroom and kitchen must be adjoining.

County War Boards will avoid considerable delay in processing of applications for farm dwellings by making certain that all applications meet these standards. The requirement on total floor area is especially important, and the drawing for each project must show that the amount of floor space is within the maximum permitted, not including any space used for agricultural purposes.

NON - AGRICULTURAL HOUSING

Even though the dwelling may be located in a rural area, applications for residential construction not related to agriculture or to the operation of a farm should not be processed by County AAA Committees. Persons wishing to make application for non-agricultural residential construction should be advised to file forms WPB-2896 (PD-105) with the Portland Office of the War Production Board. Copies of these forms and necessary instructions may be obtained from that office.

A farm means a place used for raising crops, livestock or poultry primarily for market, and not a place used primarily for home food production.

REPORTING VIOLATIONS

County AAA Committees should continue to report L-41 violations where there is reasonable evidence that the violation is wilful and of an appreciable amount. It is desirable that the WPB be advised of violations as soon as possible after construction is started because more effective action can be taken if construction is not completed before an investigation is made.

Form L-41-3 should be used to report violations. This form should be filled out in triplicate, and two copies forwarded to this office.

SAMPLE MATERIAL LIST (HOUSING)

Section B (Form WPB 2570)						
Item No.	Item (Give size and type) (A)	Unit of Measure (B)	No. of Units (C)	Value (D)	Description of Use (E)	(Leave Blank) (F)
1	Constr. Lbr. 2" & under	BM	7,000	350.00	Sheathing & framing	
2	" " over 2"	"	1,500	75.00	Sills & framing	
3	Flooring, finish	"	1,250	100.00		
4	Finish lumber	"	2,000	200.00	Exterior siding	
5	Millwork	"	800	110.00	Cabinets	
6	Doors & frames	Pcs.	7	28.00	Interior finish	
	Wallboard (gypsum)	Sq. Ft.	2,000	85.00		
	Windows & frames	Pcs.	10	100.00		
7	Composition roofing	Rolls	18	3.00		
8	Nails	Lbs.	200	16.00		
9	Concrete	Yds.	15	180.00	Foundation	
10	Toilet, vitreous china	Ea.	1	20.00		
11	Bathtub, 6'	"	1	30.00		
12	Sink, kitchen	"	1	18.25		
13	Laundry tray	"	1	17.50	Second hand	
14	Water pipe, galv. iron 3/4"	Ft.	100	9.00		
15	wrought iron fittings			20.00		
	Switches & outlets non-metal	Pcs.	12	6.00		
16	Vitreous pipe, 4"	Ft.	50	14.75		
17	#10 RC Wire	Ft.	300	6.70		
18	Interior Electric fixtures, incand.	Ea.	12	15.00		
19	Water tank, galv. iron	Ea.	1	25.00		
20	Sewer pipe, C. I. 4"	Ft.	75	30.00		
21	Sewer pipe Fittings, C. I. 4"	Ft.		10.00		
	Hardware, Finish			10.00		
22	Hardware, Rough	Lbs.	30	4.50		
23	Total Value			1516.70		

Use additional sheet if necessary

COUNTY AAA COMMITTEE
CONFIDENTIAL VIOLATION REPORT

Conservation Order L-41 Amended

1. GENERAL INFORMATION

_____		_____		_____	
(Owner)		(Builder)		(Location of Property)	
_____		_____		_____	
(Address)		(Address)			
_____	_____	_____	_____	_____	_____
(City)	(State)	(City)	(State)	(City)	(State)

2. CONSTRUCTION (describe project)

3. Date Construction Started _____	Check Classification of Construct.
Percentage Completed _____	New Construction _____
Date of Investigation _____	Remodeling _____
Estimated Cost of Project _____	Addition _____

4. REMARKS: (Give insofar as possible the reasons why this construction was begun without W.P.B. approval or any other information which may be helpful in determining whether this is a wilful violation.) _____

Dated _____

Reported by _____ Chairman _____ County AAA Committee
(Name of Chairman)

_____	_____	_____
(Address of County Office)	(City)	(State)

W.P.B. Notification of action taken on this case will be forwarded to: _____

_____ Chairman Oregon State AAA Committee
(Name of Chairman)

THE UNIVERSITY OF CHICAGO

1911

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

WAR FOOD ADMINISTRATION
REPORT ON FARM CONSTRUCTION APPLICATIONS

Name of Applicant _____

Address of Applicant _____

Location of Project _____

Application is for a _____ Give-Mat'l Cost _____

Give Size _____ Labor Cost _____

Type of Const. _____ Total Cost _____

Is priority assistance or controlled materials allotments required? Yes ___ No ___

Is a new public utility connection required? Yes ___ No ___

(If so, utility company's certification or application must be attached)

RECOMMENDATIONS

The County Agricultural Conservation Committee recommends _____ approval
_____ disapproval for the following reasons _____

Based on: _____ Inspection of farm _____ Other (specify) _____

Date application signed _____ received _____ forwarded _____

_____ County Committee by _____

The State AAA Committee recommends _____ approval _____

disapproval for the following reasons _____

Date application received _____ Date forwarded _____

_____ State Committee by _____

Note: Since W. P. B. approval of this application is dependent upon:

1. The essentiality of the project to the food production program and
2. The minimum use of critical materials and equipment, separate recommendations should be given on the essentiality for the project and the need for critical material or equipment requested for the project.

